

ABSENCE APPROVAL REQUEST
(Identification of Impacted Period of Three Consecutive Days)

One for should be submitted for each school requesting absence approval.

- Part A. Enter the district and school names and CTDS number
- Part B. Divide the total absences by the number of days in the reporting period per school to determine the average number of absences per day.
- Part C. Enter up to three specific conditions (e.g. flu, viral infections, measles), which caused excessive absences. If more than one condition occurred at the same time, each condition must have caused excessive absences and continued for three or more consecutive days.
- Part D. If three or more consecutive days have exceeded the average number of absences (Part B), complete the line with the following information:
- Enter the complete date in the first column.
 - Enter the total number of school absences in column 2.
 - Enter the number of absences caused by the condition(s) shown in Part C in the appropriate column(s), that is, absences caused by Condition 1 in the Condition 1 column of Part D, etc. Enter the absences on the elementary level on the right side of the column (EL); enter absences for Kindergarten on the left side of the column and circle KG; enter absences for high school students on the left side of the column and circle HS. Each condition (KG,EL,HS) must be at least 10% of total school absences (column2) for each day. One student is not considered an excessive absence.
 - Enter all absences not caused by any of the conditions in the column marked "All Other Absences".
- Part E. If the district has three or more consecutive days of absences due to adverse weather conditions or concerted refusal to attend class, enter the dates and the number of absences in the appropriate columns in Part E. Absences due to adverse weather conditions or concerted refusal are not required to be more than the average number of absences per day shown in Part B. Report the absences by grade level and circle KG or HS for Kindergarten or High School to indicate the grade level of absences being entered.

Total the columns. The total of the columns marked Condition 1, Condition2, and Condition 3 are the number of Widespread Illness absences for which you may request approval. The total of the columns marked Adverse Weather and Concerted Refusal are the absences for which you may request approval.